



**Registrar's Office**  
 Room 130, 6299 South Street  
 Henry Hicks Academic Administration Bldg  
 PO Box 15000 Halifax, NS B3H 4R2

# Request for Reassessment of Final Grade

If you have questions about your final grades we encourage you first to speak with the course instructor. You can also discuss your final grade with the chair of the department, director of the school/college, dean of your faculty or a student advocate without having to submit a reassessment of a final grade form.

Reassessment of a final grade is the formal process in which the Registrar's Office forwards the request to the Dean of the Faculty or the director of the school/college offering the class. A final grade must have been recorded on your academic record and you must indicate a particular component of the class that can be re-evaluated by a person or persons who did not perform the original evaluation. A component is, for example, a final exam, midterm exam, paper, assignment or quiz. Along with the selection of a component to be re-evaluated you must provide your reasons as to why you feel that particular component needs to be re-evaluated.

There is a \$50 fee for a final grade reassessment which is refundable if your request is successful and a change to your final grade is made to your academic record. Please note: a grade can increase or decrease as an outcome of this process.

Student # <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px;">B</td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> </tr> </table>	B								<p>1) Please visit our <a href="#">Grade Reassessment Fee</a> page to pay the \$50.00 Grade Reassessment fee.</p> <p>2) Submit this form and supporting documentation to the <a href="mailto:ro.records@dal.ca">Office of the Registrar</a> (ro.records@dal.ca).</p> <p style="text-align: center;"><b>Deadline dates for submission of request:</b></p> <p>Fall classes-----March 1          Winter and Full-year classes-----July 1          May-June classes-----September 1          July-August and May-August classes-----November 1</p>
B									
Name _____									
Email _____									

Component to be Reassessed			
Academic Term	Subject/Class Number/Section	Original Grade	Original Grade Component to be reassessed (e.g. Exam, paper, etc.)
Grounds for reassessment			

*Please attach supporting documentation.*

*Unless it is a final exam, please attach the component to be reassessed by a third party. Once the Registrar's Office receives the results of the reassessment, we will notify you by email to your Dalhousie email account.*

Student's signature: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Step 1</b> Forwarded to Dean/Director, Faculty/School/College	Date:
<b>Step 2</b> Forwarded to Chair, Department of	Date:
<b>Step 3</b> <i>To be completed by department and returned to the Registrar's Office</i> Old Final Grade: _____    New Final Grade: _____    Final Grade not Changed: _____  Chair of Department Name: _____                      Signature: _____	Date:
<b>Step 4</b> Registrar's Office:    Processed by: _____	Date:
<b>Step 5</b> Student Notified: _____	Date: